Software Solutions
Microsoft Power BI
Reports and Visualisations Level 1

This course teaches the learner how to turn data that has been loaded into Power BI and transformed with Power Query into reports and visualisations, that the reader can then view, sort, filter and drill into. This course is full of exercises that will walk the learner through how to create, manage and format action buttons, cards, multi-row cards, slicers, tables, maps, decomposition trees, matrices, charts (including scatter, pie, donut, waterfall, ribbon and bar charts), smart narratives and Q&A buttons and more. Reports are then set up for easily navigation, mobile devices and published to a Power BI service for easy access by others. It is fundamental that a Power BI user be able to report data with visualisations and publish the data for readers to view. No previous knowledge of Power BI is required to do this course, this course is essential for new users, those migrating from other versions, and those that are self-taught. The Power BI Get and Transform Data courses are not a prerequisite and definitely an advantage.

COURSE CONTENT

- **POWER BI DESKTOP SCREEN**
    - THE RIBBON, THE REPORT CANVAS AND THE REPORT EDITOR PANES
    - THE FILTERS PANE AND THE VISUALIZATIONS PANE
    - MANAGE THE FIELDS IN A VISUALIZATION AND FORMAT YOUR VISUALS
    - ADD ANALYTICS TO YOUR VISUALIZATIONS
    - WORKING WITH THE FIELDS PANE
- **LOAD EXTERNAL DATA**
- **WORKING WITH DATA AND REPORT VIEW**
- **MODEL VIEW AND PAGE VIEW**
- **WORKING WITH PAGES**
- **ADD AND FORMAT TEXT BOXES**
- **THEMES AND FORMATTING A PAGE**
- **INSERT IMAGES AND WORKING WITH MULTIPLE OBJECTS & ALIGNMENT**
- **ACTION BUTTONS**
    - INCLUDING PAGE NAVIGATOR AND BACK BUTTONS
- **COPY VISUALS**
- **CREATING CARDS AND NAVIGATIONAL CARDS**
- **CREATING A MULTI-ROW CARD**
- **VISUAL FILTERS AND FILTERING SLICERS**
- **CREATING DROPDOWN AND LIST SLICERS AND SYNC'ING SLICERS**
- **CREATING TABLES**
    - INCLUDING CONDITIONAL FORMATTING, SORTING & FILTER TABLES AND FOCUS MODE
- **CREATING MAPS**
- **CREATING A DECOMPOSITION TREE**
- **WORKING WITH PAGE FILTERS**
- **CREATING A MATRIX**
    - INCLUDING FUNCTIONS, SHOW VALUES AS PERCENTAGES AND RENAME VISUALS
- **CREATING CLUSTERED BAR CHART**
- **CREATING GAUGES**
- **CREATING AUTO-GENERATED AND CUSTOM SMART NARRATIVE**
- **CREATING A FUNNEL CHART & WHEN TO USE A FUNNEL CHART**
- **CREATING PIE AND DONUT CHARTS**
- **CREATING RIBBON CHARTS**
- **WATERFALL CHART & WHEN TO USE A WATERFALL CHART**
- **CREATING A SCATTER CHART**
- **CREATING Q&A BUTTONS**
- **UNDERSTANDING POWER BI SERVICE**
- **PUBLISHING TO POWER BI SERVICE**
- **CREATING A MOBILE DEVICE LAYOUT**
    - INCLUDING MOBILE AUTHORING FEATURES, MOBILE LAYOUT VIEW AND HOW TO PUBLISH A MOBILE-OPTIMIZED REPORT

A knowledge of Windows is required, and all participants must be competent with a keyboard and mouse.